

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 19-257C OPENING DATE: 21-May-19 CLOSING DATE: 11-Jun-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Sexual Assault Prevention and Response Program Manager, GS-0101-12, T5827700, MPCN: 0107558734

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$77,130.00-\$100,273.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicants must submit transcripts from accredited universities/colleges.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

This position has positive education requirements, all qualified applicants must possess education listed below.

Degree: Successful completion of a full four-year course of study in an accredited college or university that resulted in a bachelor's or higher degree that included a major field of behavioral study or social science study or a related study discipline; must have completed three years of progressively higher level graduate education leading to a PH.D. Degree or equivalent doctoral degree supplemented by 24 hours of behavioral study, social science study, or a related study discipline as equivalent to a major field of study.

OR

Combining Education and Experience: An appropriate combination of education and experience generally requires that an applicant possess a core of educational credit in behavioral study, social science study, or a related study discipline; ***plus***, additional education and/or experience.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- An appropriate, valid driver's license is required for this position.
- Incumbent of this position is subject to random drug testing.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered:

YES ☐

NO ☒

PCS may be offered:

YES ☐

NO ☒

NOTES:

NOTE: This position may require work other than normal duty, to include evenings, weekends, and/or holidays.

NOTE: Minimum of a Tier 2 background investigation must be conducted every 5 years IAW the OPM requirement.

NOTE: Must obtain, maintain, and renew certifications of the DOD Sexual Assault Advocate Certification Program (D-SAACP) as specified in DOD and AF Policy.

NOTE: Prior to appointment applicant must complete a medical physical, medical profile, and cleared drug test.

NOTE: Certain military positions' professional duties for sexual assault response conflict with the duties required of the Wing SARCs. The following list is current; however, subject to change dependent on DoD and OPM program policy changes. The list is as follows: Chaplain, Law Enforcement, Judge Advocates, Commanders, Medical and Mental Health Providers.

NOTE: Within 60 days of appointment to a Position of Trust and Moderate Risk, the employee must have a favorable completion and awarding of a Tier 3 background investigation as directed by DoD and NGB to conduct duties and responsibilities as a SARC employee.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of laws, regulations, policies, issues, etc., relating to sexual assault, victim advocacy, and other acts of interpersonal violence to plan, organize, implement, and carry out the components of an interpersonal violence prevention and response program.

2. Knowledge of a wide range of practices and procedures associated with victim advocacy, social services delivery systems and other elements of specialized social service programs, and behavioral or social science principles to direct the activities of the Sexual Assault Prevention and Response Program at an Air Force wing or ANG wing.

3. Knowledge of laws, regulations, and practices relating to privacy of information.

4. Skill in applying knowledge to accomplish a variety of difficult and complex work assignments in carrying out the Sexual Assault Prevention and Response Program.

5. Skill in assessing program needs to accomplish goals and objectives, evaluate program results and effectiveness, and recommend and/or implement solutions for improvements.

6. Ability to advise program officials, including the wing's top leadership and wing personnel on the policies, practices, procedures, issues, and concerns associated with sexual assault and other acts of interpersonal violence and prevention, response, and victim advocacy.

SPECIALIZED EXPERIENCE: Must have 24 months experience of military and/or civilian specialized experiences, education and training of military and/or civilian specialized working experiences, education, and training that resulted in competent and expert knowledge levels of the Wing SAPR program's principles and practices. Must have specialized experiences working with the Department of Defense (DOD) requirements, developing and managing prevention and support programs and activities for sexual assault; and other areas of interpersonal violence and victim needs. Skilled in performing consultant and coordinator duties that involved sexual assault prevention activities and training the Air Force core values (integrity, excellence and service before self) as related to human relations activities. Experienced in developing, planning, and publishing action plans, programs, guidelines, and budgets geared to the installation population and organization to address sexual assault prevention and response. Skilled in monitoring and reporting all Wing SAPR incidents into the Department of Defense Sexual Assault Incident Database (DSAD).

BRIEF JOB DESCRIPTION: This position is located at the 161st Air The primary purpose of this position is: to implement and manage the installation level Sexual Assault Prevention and Response Program and serve as consultant to the installation or host Wing Commander (WG/CC) or delegated Vice Wing Commander (WG/CV) on institutionalizing core values for the National Guard. Serves as the installation Sexual Assault Response Coordinator (SARC) to comply with Department of Defense (DOD) requirements, developing and managing prevention and support programs and activities for sexual assault and other areas of interpersonal violence and victim needs, as directed by the WG/CC. Ensures the development and implementation of prevention programs relating to sexual assault. Develops, implements,

and maintains an installation victim support system which addresses a wide variety of issues and problems. Serves as the WG/CC consultant and representative involving all sexual assault issues on committees, working groups, conferences, and community meetings. Performs other duties as assigned.

SELECTING OFFICIAL: Colonel Patrick Donaldson
